

Procedure Manual



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All Broward Community College employees and volunteers are entitled to Workers' Compensation benefits for occupationally incurred illnesses and injuries. All injuries, whether or not medical attention is required, shall be reported immediately to the Campus Safety Office and to Human Resources, Benefits Office. The College's Worker's Compensation program is self-insured through the Florida Community Colleges Risk Management Consortium. The College through the Consortium has contracted with a third party administrator as to administer the claims and provide the Managed Care Arrangement. All treatment for work related injuries or illnesses shall be referred through this managed care network.

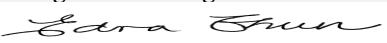
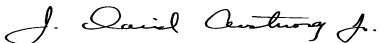
The Workers' Compensation Act. Under the Worker's Compensation Act compensation is not provided for the first 7 calendar days of disability. If disability extends to more than 21 days, compensation shall be paid from the commencement of the disability. All medical expenses that occur because of on-the-job injuries are paid upon receipt of proper medical reports.

In addition to the benefits provided by the Worker's Compensation Act, the College provides full time employees with 12 days of Worker's Compensation leave for accident/injury/illness inline of duty each calendar year. Only the first 7 calendar days of Worker's Compensation leave may be used per injury/illness. After the first 7 calendar days, the employee may be entitled to benefits for loss of wages under the Florida Workers Compensation Act. If Workers' Compensation disability benefits are not received, sick leave may be used. No other leave may be used in conjunction with workers' compensation disability benefits.

The College provides part time employees with pro-rated compensation in accordance with Florida Statute, Chapter 440.

The College provides volunteers with medical coverage only.

First Report of Injury. In all instances of injury arising out of and in the course of employment regardless of the degree of injury, the employee must report the injury to his immediate supervisor. The supervisor must complete the College *Incident/Complaint Report* in sufficient detail to accurately describe the circumstances resulting in the injury/illness. The report should be signed by both the supervisor and the employee (if available) and sent to the Human Resources Division Benefits Unit within 24 hours. In addition, the supervisor must notify Campus Safety of the circumstances of the accident within 24 hours and verbally notify Human Resources on the first day of the employee's absence and again on the first day the employee returns to work. The Human Resources Division Benefits Unit will prepare a *First Report of Injury* which must be submitted to the Division of Worker's Compensation within 10 working days of the accident. Failure to do so will disrupt claims processing and subject the College to significant fines and penalties under Workers' Compensation law. It is the responsibility of the supervisor and the injured employee to report an injury/illness and to complete the required form.

Recommending Officer's Signature Date 8/26/08 	President's Signature Date 8/26/08 
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Evaluation by Campus Safety. In the absence of the supervisor, the injury may be reported directly to Campus Safety for completion of the College Incident /Complaint Report. The Campus Safety Office is responsible for an on-site review of the circumstances detailed in the injury report form and the completion of the Florida Community College Risk Management Consortium *Accident/Incident Report (FCCRMC)*. Any discrepancies between the injury report form and the findings of the on-site review should be reported to the Human Resources, Benefits Office.

Medical Attention. In the event of an emergency, the employee shall be transported to the nearest emergency facility. All referrals for medical services shall be coordinated through the listing of Managed Care Coordinators. Upon presentation of a completed *Workers' Compensation Referral for Medical Service* form, available from Campus Safety, and the Human Resources, Benefits Office, the employee will be referred to a College authorized physician within the managed care network. Treatment received outside of the Workers' Compensation Managed Care Arrangement may not be paid unless authorized by a Managed Care Coordinator prior to the treatment date, except for emergencies. An employee, absent from work due to a work related injury must keep in contact with his/her supervisor on a daily or weekly basis, as appropriate, and after each physician's visit. The employee must submit a copy of the physician's statement/status report to his/her supervisor and to the Human Resources, Benefits Office.

Role of Human Resources Department. The Human Resources Division Benefits Unit will manage all records for Workers' Compensation claims, including verifying treatment received and time out of work. The Human Resources Division Benefits Unit will also log all Notice of Injury forms, send them to the insurance carrier, and coordinate payment of workers' compensation time with the Payroll Department. Supervisors must complete a Personnel Recommendation Form (PR) for any employee who is out on Workers' Compensation leave. In addition, the Human Resource, Benefits Office will maintain a log of Workers' Compensation leave hours used per injury.

Recommending Officer's Signature Date 8/26/08

Lara Gunn

President's Signature

Date 8/26/08

J. David Anthony Jr.